



Standard directions order

Sam Clark v Alex Richards

Claim number: 000LR095



29 October 2019

This order explains what both parties need to do before the court schedules a hearing.

To comply with this order

The court orders that both parties must complete every task listed in this order before 4pm on 10 November 2019.

The court will cancel the claim or defence of any party who fails to do this.

1. Provide your documents

Upload copies of any documents you intend to use at the hearing.

Include copies of these if you have them:

- contracts or agreements relating to the claim
- any relevant text messages, emails or letters

You need to send these to the court and the other party.

2. Create and upload witness statements

Create a witness statement for any witness whose evidence you want to use at the hearing, including yourself.

You need to upload these - the court will send them to the other party.

Follow these instructions to make your witness statements:

- start with the name of the case and the claim number - '*Clark v Richards. Claim number: 000LR095*'
- include the witness's full name and address
- use numbered paragraphs and numbered pages
- end with this paragraph: 'I believe that the facts stated in this witness statement are true.'
- make sure each statement is signed and dated by the witness

3. Tell us you've finished

You need to tell the court when you've done everything this order tells you to do. You can do this in the online service. You should do this before 4pm on 10 November 2019.

For your information

1. The hearing will be held at Guildford County Court and Family Court.

We'll send you the date when all parties have finished responding to the order.

2. The court estimates the hearing will take an hour.

You may have to wait longer for the hearing to start.

3. The court has not given either party permission to use an expert.

4. The court has decided this case is a small claim

The case will follow the rules for small claims, because the value is £10,000 or less.

5. You can also respond by post.

You can send the documents to:

Civil Money Claims,
St. Katharine's House,
Northampton,
NN1 2LH

If you respond by post, you also need to post the documents to the other party.

You should tell us you've finished in the final item you post to the court.

6. You can ask for a judge to review this order if you have a problem with it.

Do this in the online service, by post, or by emailing details of how and why you want the order changed to moneyclaims@justice.gov.uk before 4pm on 17 November 2019.

7. This order was made by His Honour Judge Lethem